



**Tazewell County Human Resources**  
11 S. 4<sup>th</sup> Street, Suite 114, Pekin, IL 61554  
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## **Employee Referral Bonus Instructions**

The Tazewell County Employee Referral Program consists of employees recommending or referring qualified friends, relatives or colleagues for open positions within the county for an incentive.

### **Employee Referral Process**

1. There are two ways to submit an employee referral – on the general application (page one) or complete the employee referral bonus form.
  - a. The applications for Sheriff, Correctional Officer, and Probation do not have an employee referral section. Please use the employee referral bonus form instead.
  - b. The general application and the employee bonus referral form are both available on the Tazewell County website (go to Human Resources and then Open Positions) OR in the Human Resources office.
2. If the candidate is hired, they will be asked again if they were referred by a current employee during their HR New Hire Orientation.
  - a. Health Department – please submit either application or Employee Referral Bonus form to the HR Department for processing.
3. An Employee Referral Bonus Payment form will be completed by the HR Department and submitted to Payroll. \$100 (less applicable taxes) will be paid out to the referral employee on the next available pay period.
4. When the new employee reaches 90 days of employment, the HR Department will provide payroll with another form. Payroll will pay out the remaining \$100 (less applicable taxes) to the referral employee on the next available pay period.

### **Referral Bonus Guidelines**

1. Only permanent positions that are scheduled to work a minimum of 20 hours weekly qualify for the referral bonus.
2. Employees rehired within one (1) year or less after leaving the county cannot participate in the program.
3. Current open positions can be found on [Job Listings - Tazewell County Jobs \(aaimtrack.com\)](http://aaimtrack.com).
4. Please contact the HR Department if you have any questions regarding the program at [hr@tazewell-i.gov](mailto:hr@tazewell-i.gov) or (309) 478-5813.